

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 442

May 5, 2017

2:00 p.m., 261 University Center

PRESENT: R. Kreuz (CAS), R. Dupont (CJUS), H. Kurtz (CHEM), L. Brooks (FCBE), A. Hussey (ECON), A. Okunade (ECON), J. Page (CCFA), T. de Velasco (COMM), G. Myatt (ART), S. Lease (EDU), L. MacGillivray (ICL), R. Meier (ENGR), L. Mendel (SCSD), L. Weiss (SHS), T. Ryan (KWS), M. Levy (SPH), J. Gikas (U. COLL), J. Berman (FS), Y. Kanamori (GSA), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School), L. Griggs (Graduate Admissions), C. Chapell (U COLL)

ABSENT: J. Scraba (ENGL), D. Strohmer (CEPR), A. Curry (BIOM)(proxy=R. Meier), A. Robinson (EECE), S. Lee (NURSE), G. Shiba (NURSE)

GUESTS: Brad Harrell, Nursing

J. Dhaliwal opened the meeting at 2:03 p.m. when a quorum was attained.

442.1: C. Chapel moved (2/R. Meier) to approve the minutes from the last UCGS meeting held on March 3, 2017. The motion was carried by voice vote.

442.2: J. Dhaliwal announced that Graduate Student Orientation will be held on August 22, 2017 from 9:30 AM – 1:30 PM in the University Center Ballroom.

442.3: J. Dhaliwal announced that the Teaching Effectiveness Workshop for Graduate Teaching Assistants will be held on August 25, 2017 from 8:00 AM – 12:00 PM in the Zone in the FedEx Institute of Technology.

442.4: J. Dhaliwal announced that the fall Graduate School Information Fair will be held on September 21, 2017 from 3:30 PM – 6:30 PM in the University Center Ballroom.

J. Dhaliwal asked the council members to go ahead and lock these dates into their calendars.

442.7: M. Levy presented a proposal for a MS degree in Biostatistics. This program would be for students who want a career in industry. M. Levy noted that she worked closely with the Mathematics Department when developing this proposal. H. Kurtz brought to the attention of the council a typo in the proposal. M. Levy stated she would amend the proposal to correct this mistake. L. Weiss

moved (2/S. Lease) to approve the amended proposal. The motion was carried by voice vote.

442.5: J. Dhaliwal provided the council with an update regarding the professional development seminars hosted by the Graduate Student Association (GSA). Some of the topics addressed at these seminars include personal branding and resume building. The Graduate School is looking forward to building on these events in the future.

442.6: J. Dhaliwal proposed a motion of thanks to Y. Kanamori for her excellent service as the President of the GSA. He also reminded the council that the Graduate School is in search of a new GSA President. Please send nominations for J. Kierulff, jkerulff@memphis.edu.

442.8: J. Dhaliwal reviewed the principles of yield management planning with the council. He encouraged them to use the dashboard daily to monitor enrollments so that they would know their program's yield rate at any given time. He reminded the council that it takes fewer dollars to get students who are already admitted to enroll than it does attracting new applicants.

442.9: J. Dhaliwal reminded the council that those programs with rolling admissions should continue to market their programs throughout the summer. The Graduate School will help fund marketing efforts if the program can provide evidence that a marketing campaign will increase their enrollments.

442.10: J. Dhaliwal asked the council to review the Graduate School calendar for important dates and deadlines.

442.11: J. Dhaliwal asked the council members to encourage their faculty and staff to reach out to those potential students with incomplete applications. It is important to talk to the student to find out how they can be helped to complete their application. Programs should also consider admitting students conditionally.

442.12: J. Dhaliwal informed the council that L. Griggs will be providing an enrollment management update at each of the UCGS meetings. He urged the council members to utilize the dashboard every day to monitor their programs' numbers.

442.13: J. Dhaliwal thanked the council for their help in making the National Conference on Undergraduate Research a smashing success.

442.14: J. Dhaliwal informed the council that it is important to get I-20s in the hands of international students as soon as possible because the visa process will take a lot longer to complete.

442.15: J. Dhaliwal presented the council with an option to change the GPA policy. The proposed change states that when a course expires the grade a student received in that course remains on record, but is no longer computed in the student's GPA. R. Kreuz motioned (2/A. Okunade) to approve this proposed change in GPA policy. The motion was carried by voice vote. L. Brook suggested looking into expanding the policy beyond expired courses. A sub-committee was formed to further explore this idea.

442.16: J. Dhaliwal informed the council the J. Kierulff and L. Griggs will be contacting department coordinators for reviewer training in Decision Desk. An important component in the roll-out of Decision Desk is the individual program landing pages. J. Kierulff stated that he would be glad to help any program with their landing page.

442.17: J. Page moved (2/J. Berman) to approve ARTH 6038 and ARTH 6167. The motion was carried by voice vote.

There being no further business to discuss the meeting was adjourned at 2:49 p.m.

Minutes respectfully submitted by Mary Kyle.